

## Using PowerSchool Gradebook, Part II

To access your gradebook, launch your browser and go to  
<http://powerschool.generalmclane.org:8080/teachers>

Log in using your lastname.first initial and your password.

### Assignments and Scoring

Add assignments from either Scoresheet or Assignments tab  
Add assignments one at a time or several (all) at once  
student's grade will calculate based on grades entered  
***No entry is NOT a zero!***

### View from the Scoresheet Tab

#### Assignments Mode

Add an assignment by clicking the + next to the first assignment (delete an assignment by clicking and assignment, then the -)

View a summary for each assignment  
click Summary button at bottom of student list; statistical summary information will display at the bottom of each assignment column

Students (16)	(S1) Final Grade	Discovery Poetry 08/29/2008 pts: 100	My Hero Paper 09/17/2008 pts: 100	My Hero Paper 09/22/2008 pts: 100	My Hero Paper 09/24/2008 pts: 100	Nathaniel Hawt... 09/26/2008 pts: 50	I Have a Drea... 09/29/2008 pts: 100
Briggs, Jeffrey	A- 94.0...	88	85	85	75	44	7
Brown, Amber	C+ 79.6...	75	80	82	72	42	6
Greet, Bob	B+ 87.7...	88	88	92	87	45	9
Jones, Emilia	A- 93.3...	97	95	95	87	45	9
Kerbs, Michael	D 65.5...	65	64	60	62	45	6
Kodak, Jordan	B 83.8...	88	80	95	82	41	6
Olson, Ashley	C 76.8...	75	77	72	78	42	7
Perry, Antonisha	C 75.6...	70	70	68	72	72	7
Ruziska, Nicholas	C+ 77.8...	78	70	77	87	37	5
Sandoval, Ramon	C- 72.0...	70	70	73	70	38	7
Schmitcke, Zachary	B+ 87.9...	92	85	88	87	47	9
Soncrant, Gina	C 73.6...	Ex	72	75	78	38	7
Walker, Chelchev	R- 81.0...	79	70	73	85	46	7

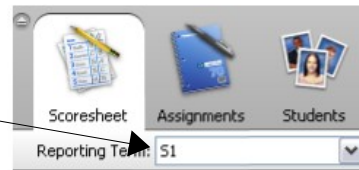
#### Final Grades Mode

Click the Final Grades tab to view the Scoresheet Final Grades information  
May make a Final Grade manual entry (change final grade for a student regardless of the points earned)  
Control-Click on final grade  
checkmark Manual override  
Enter new percentage, grade, comment

### Narrow the view of assignments

As the term progresses and you have more and more assignments, you will need to scroll to the right to see the latest assignments

Can filter how many assignments display:  
Click on the Reporting Term drop-down menu  
select this term/semester/month/week



### Final Grades Completion

Use this procedure at the end of a term or semester to make notification that your grades are complete

Click the Term in Progress bar  
Checkmark Final Grades Complete  
Add comment (seen by administrator only)

